



**CALIFORNIA ENERGY COMMISSION
SELECTION TRAINING AND EEO OFFICE
ASSOCIATE ENERGY SPECIALIST (EFFICIENCY) AND/OR
ENERGY COMMISSION SPECIALIST I (EFFICIENCY)
SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

The California Energy Commission's (CEC) Associate Energy Specialist (Efficiency) and Energy Commission Specialist I (Efficiency) are being given on an open basis. Both examinations will consist solely of this Self-Assessment Supplemental Application Questionnaire.

This questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing the questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Supplemental Application.

NOTE: Failure to meet the entrance requirements and/or complete this Supplemental Application Questionnaire accurately will result in elimination from this examination.

Candidates who fail to follow the instructions will be eliminated from the examination.

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION QUESTIONNAIRE FOR YOUR RECORDS. The California Energy Commission will **NOT** provide you a copy of your supplemental application.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me on this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

EXAMINATION TITLE(S): _____

The completed Supplemental Application Questionnaire AND Standard State Applications (Std. Form 678) can be personally hand delivered and/or mailed to:

**California Energy Commission
Selection, Training and EEO (AES & ECS I (EFF))
1516 9th Street, MS-52
Sacramento, CA 95814**

Failure to submit your Supplemental Application Questionnaire with your State Application will result in elimination from the examination.

**Associate Energy Specialist (Efficiency)
and/or
Energy Commission Specialist I (Efficiency)**

SUPPLEMENTAL APPLICATION QUESTIONNAIRE

Print Name _____

Date _____

PART I

EMPLOYMENT HISTORY

Instructions: Please describe your current and most recent work experience as it relates to the Associate Energy Specialist (Efficiency) and Energy Commission Specialist I (Efficiency) positions. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Employer Name: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Employer Name: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Employer Name: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Employer Name: _____
Employer Location: City: _____ State: _____
Dates of Employment: From: _____ To: _____
Supervisor: _____ Telephone Number: _____

**Associate Energy Specialist (Efficiency)
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JOB DESCRIPTION

Incumbents, as assigned, may work on energy efficiency programs in any of the following areas:

- Industrial and Agricultural Programs - The industrial subgroup is under contract to the United States Department of Energy to deliver technical energy assessments (audits) and training to industrial customers. The assessments identify and quantify potential energy saving measures for the customer. The individual will be responsible for marketing the Save Energy Now (SEN) energy assessments and the BestPractices technology transfer seminars to the industrial customers. The incumbent will work with the local utility and the customer to implement energy saving measures and obtain rebates. The Agricultural subgroup works with the United States Department of Agriculture's extension services and utility irrigation programs. This subgroup is involved with the food processing industry, coordinates with the industrial group for energy assessments, and manages a loan program which provides sub-prime loan rates for certain technologies.
- Public Agency Technical and Financial Assistance – This group helps local governments, schools, colleges, hospitals, special districts, and public care facilities identify ways to reduce energy use and cost in their existing and planned facilities. As the cost of energy increases, public agencies need help in identifying cost-effective ways to control energy cost while meeting the state's greenhouse gas limitations in the future. The incumbent will review studies and loan applications to verify technical and economic feasibility of recommendations. The incumbent will market and promote the Energy Commission's energy efficiency programs and benefits to public agencies. The incumbent will maintain and use analytical tools and computer programs to evaluate and quantify energy saving projects and will work with engineering staff, and others to maximize energy project implementation.
- Special Projects – Incumbents in this group will work on a variety of activities including sustainable and green building design projects for schools and government buildings, energy efficiency in water and wastewater treatment facilities. Incumbents will also interact with architects, developers, utility and other state agency partners to advocate advanced building designs and energy efficiency in existing and new facilities.
- Appliance Standards – An incumbent in this unit will analyze, make recommendations and provide technical assistance to support the development, adoption and implementation of the Appliance Efficiency Regulations (Title 20, Sections 1601 through 1608). These regulations apply to appliances and equipment sold or offered for sale in California. Work includes activities related to compliance certification, appliance testing, complaint resolution and enforcement, and rulemaking proceedings. Incumbent interacts with the public, other

agencies and organizations. Incumbents may manage projects and/or contracts, review and verify data submittals and other technical documents. Incumbents may assist in the maintenance of the Energy Commission's appliance database, prepare written and oral reports regarding appliance energy efficiency measures and technologies.

- Building Standards – The CA Building Energy Efficiency Standards provide a very large portion of the annual estimated energy savings statewide. The Standards are updated every three years to include new technologies and designs that have moved into the market place and are economically feasible to the consumer. Incumbents in this position will work closely with Standards staff and the industry to develop proposed updates to the existing Standards. This work will include analyzing efficiency measures and potential energy savings, assisting with public workshops, managing contracts, and participating in the Rulemaking process.
- New Solar Homes Partnership/Governor's Million Solar Roofs Initiative – Technical support is provided to the Energy Commission's Renewable Energy Office for photovoltaic (PV) system components, PV system utility program incentive calculator, component testing and data requirements, and energy efficiency program requirements. Incumbents in this position will closely monitor the PV and energy efficiency industry trends, products, and issues and provide input for updating utility program requirements. Incumbents may also work closely with manufacturers to collect data and maintain the database of components. Incumbents may also update and maintain the PV incentive calculator.
- Compliance and Enforcement – An incumbent in this unit will develop or have a working knowledge of the Title 24, Part 6, Energy Efficiency Building Standards (Standards). The incumbent will work with the building industry, Contractors State Licensing Board, Building Departments, Home Energy Rating System providers and raters, and homeowners to investigate and resolve complaints of noncompliance with the Standards. Staff is responsible for providing training to Building Department personnel to increase their understanding of the Standards and will provide technical support to the outreach and education unit for production of training curriculum, training videos, training materials, and outreach materials.
- Outreach and Education - An incumbent in this unit will develop and disseminate information in support of the CA Building Energy Efficiency Standards. This will also include developing materials to support compliance and enforcement efforts. Materials to be developed include on-line videos, training curricula, training materials, brochures, booklets, Web pages and flyers.

For the above areas, incumbents could be assigned the following tasks:

- ✓ Conduct, monitor, evaluate and/or serve as a lead worker on various technical, regulatory and/or scientific projects
- ✓ Identify and analyze energy conservation, load management and efficiency measures, programs and regulations, analyze evaluation results and develop corrective action plans as necessary
- ✓ Provide technical quality control on projects

- ✓ Plan, organize and conduct complex studies of energy use and efficiency
- ✓ Develop and manage contracts and contractors including directing contractors in the performance of complex studies of energy use, providing quality control on work products and reviewing and approving contractor expenses
- ✓ Review energy audits and project applications for technical and economic feasibility
- ✓ Provide marketing and outreach by providing training and information to consumer and efficiency related industry through publications, workshops, seminars and direct on-site assistance
- ✓ Ensure compliance and enforcement of Building and Appliance Energy Efficiency Standards
- ✓ Analyze and provide technical input into proposed updates to the existing Building and Appliance Energy Efficiency Standards
- ✓ Collect and analyze energy and economic data on new residential and commercial buildings and appliances
- ✓ Provide estimates of economic and energy savings impacts of all conservation, load management and efficiency programs in the state
- ✓ Develop and implement marketing plans promoting the implementation of relevant public policy, technical recommendations and technology transfer programs offered to the customer by the section
- ✓ Develop and participate in the implementation programs to achieve certain objectives, engineering principles and/or public policy goals (set by others)
- ✓ Verify test data for appliances and PV system components
- ✓ Maintain and update computer based incentive calculator
- ✓ Maintain and update program databases
- ✓ Provide residential and commercial energy efficiency requirements for statewide PV incentive program

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SUPPLEMENTAL APPLICATION QUESTIONNAIRE

PART II

INSTRUCTIONS

Step 1: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity, or acquired the task or knowledge. You may list more than one code per item if applicable.

Step 2: For each item listed on page 5 in rows “1” through “15”, please place an “X” in the column that most accurately represents the experience you have with the following task. Place an “X” in the column which identifies the amount of your experience for each item.

SAMPLE

		Experience Code(s)	EXPERIENCE				AMOUNT OF TIME			
			I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently on the job with little supervision.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 or more years of experience.
1.	(Sample Item) Prepares reports for company.	A & C			X			X		

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SUPPLEMENTAL APPLICATION QUESTIONNAIRE - PART II (CONTINUED)

PRINT NAME _____

		Experience Code(s) (FROM PART I)	EXPERIENCE				AMOUNT OF TIME			
			I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently with little supervision.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 or more years of experience.
1.	Develop presentations that incorporate a clear and comprehensive structure and outline to effectively communicate information to various audiences.									
2.	Design and implement programs to achieve certain public policy objectives.									
3.	Develop evaluation criteria to rank proposals.									
4.	Interpret the results of evaluation studies on programs and develop responses and/or program modifications.									
5.	Evaluate contractor's work, provide feedback and initiate any corrective action that may be necessary.									
6.	Write reports, memos, letters, summaries, notes, and other job-related documents using proper sentence structure, grammar, punctuation, and spelling to ensure complete and succinct written materials.									
7.	Write and/or respond to proposals for grants, loans or other sources of funding.									
8.	Develop programmatic strategic plans, incorporating technical as well as marketing and evaluation components.									
9.	Manage grants, contracts and/or loans.									

INSTRUCTIONS: In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item if applicable.

For each item listed below in rows "1 through 15", place ONE "X" in the column which most accurately represents the type of experience you have with the following tasks. Also, place ONE "X" in the column which identifies the amount of your experience for each item.

			EXPERIENCE				AMOUNT OF TIME			
10.	Develop and implement marketing plans.									
11.	Identify barriers and provide solutions to increase energy efficiency policies.									
12.	Use a personal computer to input and analyze data, prepare presentations, access information, utilize the internet for research purposes, email, and/or create documents using various software applications.									
13.	Organize outreach and education programs in order to inform the public about energy efficiency issues, standards, programs, and/or opportunities.									
14.	Make presentations to various audiences.									
15.	Identify potential energy project opportunities and technologies for cost effectiveness and technical feasibility.									

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PART III

PROJECT EXPERIENCE

PRINT NAME _____

1. For the projects you have participated in, please answer each of the following questions which identifies the amount of your experience listed below. Please report the experience in months (on an equivalent full-time basis).

a) as the principal investigator/researcher # Mos.

b) as a project team leader, excluding the months identified above as principal investigator # Mos.

c) as a team member only, excluding the months identified above as principal investigator or team leader # Mos.

d) in a marketing capacity (i.e. "selling/promoting" a product or service) # Mos.

2. On average, how many people were on the teams you have worked on?

Of
People

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PART IV

NARRATIVE QUESTIONS

You are being given two (2) questions on the following pages for which you are to provide a narrative response.

Instructions

- Your response to each question **must** be typed using 12 point font or larger.
- Your response to each question **must** be limited to one (1) page per question (for a total of (2) pages).
- Answer each question on a separate page and indicate the corresponding number for each response.
- Include the name of the examination, your name, and date on each page.

SAMPLE

Associate Energy Specialist (Efficiency) and/or Energy Commission Specialist I (Efficiency)

Name _____

Date _____

Question #1.

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SUPPLEMENTAL APPLICATION QUESTIONNAIRE

TECHNICAL EVALUATION

1. Describe how you would evaluate the technical feasibility of a new technology to determine whether it should be recommended for widespread use in California. Include a discussion on how you would verify energy savings, environmental benefits and other claims.

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COST BENEFIT ANALYSES CALCULATION

2. Describe the necessary data and information needed to estimate whether a product or measure is cost effective. Describe data and information needed to do such a calculation and explain why this information is necessary. Describe the parameters you would use to determine whether a product or measure is cost effective. Provide an example of actual cost benefit analyses that you have participated in.

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ONLY THOSE APPLYING FOR THE ECS I (EFF) NEED TO COMPLETE QUESTION 3A AND 3B. THOSE APPLYING FOR THE AES (EFF) NEED TO ONLY COMPLETE QUESTION 3A.

MARKET PLAN DEVELOPMENT

- 3A. Describe a plan for marketing and promoting compliance with the CA Building Energy Efficiency Standards to the building industry.

- 3B. A technical energy assessment identifies projects that could help a customer reduce energy use and cost. Please describe a marketing plan and a process that could be used to successfully promote the implementation of the recommendations. Be sure to identify barriers and address the roles of any trade allies. Provide an example of a marketing plan and process that you may have participated in and the outcome.